

DRAFT

Worldwide Scientific Affairs 2003 Calendar

JANUARY 2004 <ul style="list-style-type: none"> 1/16 Finalize individual responsibilities and objectives (R's & O's) 1/16 Finalize development plans 	FEBRUARY 2004 <ul style="list-style-type: none"> 2/27 Final PPP's due to HR 	<ul style="list-style-type: none"> 3/1
APRIL 2004 <ul style="list-style-type: none"> 4/4 2RF Budget Detail due to R. Phillips 	MAY 2004 <ul style="list-style-type: none"> Mid Year PPP Discussions TBD OBT Technical Ladder Review 	<ul style="list-style-type: none"> 6/4 6/10 6/9-6/11 6/16-6/1
JULY 2003 <ul style="list-style-type: none"> 7/8 WSA Project Review 7/8-7/10 Risk Claims Meeting - Washington, DC 	AUGUST 2003 <ul style="list-style-type: none"> 8/1 Solicit PPP Input 8/5 WSA Project Review 8/6 3rd Revised Updates due to Finance 8/14 WSA Advancement Planning 8/18 2004 OB Targets Distributed 8/25 2004 OB Budget Detail due to R. Phillips 	<ul style="list-style-type: none"> 9/2 V 9/16 V 9/16 V 9/22 V
OCTOBER 2003 <ul style="list-style-type: none"> TBD Nomination & Preparation of Tech Ladder Promotions 10/2 2004 OB Budget Review 10/6-10/10 2003 Planning Meeting 10/8 RD&E Organization Review TBD SAB Meeting 	NOVEMBER 2003 <ul style="list-style-type: none"> 11/14 Update PPP Input TBD Approved tech ladder promotion/demotion nominations to D. Koller 11/6 4th Quarter Budget Updates due TBD OBT Technical Ladder Review 11/14 2004 Project Sheets Due 	<ul style="list-style-type: none"> 12/3-4 12/5 12/12 12/12 12/15 12/19

KEY

- WSA Planning Activities
- Finance Activities
- HR Activities
- SAB Activities
- WSA Meetings

RECURRING MEETINGS - 2003

WSA STAFF MEETINGS	Research Results Meetings	RD&E Forum	Science Disc
January 16	January 13	January 16	January
January 21	January 27	March 21	February
February 3	February 10	May 16	March 21
February 17	February 24	September 25	April 22
March 4	March 24		May 27

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MARCH 2004

Communicate merit increases

JUNE 2004

WSA Project Review
Final 2nd Revised
SAB Meeting
9 WSA Team Building -
Wintergreen

SEPTEMBER 2003

VSA Project Review
P WSA Budget Review
VSA Project Review
VSA Organization Review

DECEMBER 2003

WSA Mgmt Review of 2004
Projects
2004 Five Year Plan Due
Finalize Departmental 2004 Plan
Draft Development Plans
2003 Year-end Accruals due to
Finance
WSA Mgmt. Communicates
approved 2004 Projects to Staff

Concepts
Discussion

14
18
5

RD&E Leadership
Forum

February 19
June 5
September 3
November 12

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March 17	April 7	June 24
April 1	May 12	July 15
April 14	June 0	August 2
April 28	June 23	Septemb
May 6	July 14	October
May 19	July 28	Novemb
June 2	August 11	Decemb
June 16	August 25	
June 30	September 15	
July 7	September 29	
July 22	October 13	
August 4	October 27	
August 18	November 10	
September 9	November 24	
September 30	December 8	
October 6	December 22	
October 24		
November 4		
November 18		
December 12		
December 16		

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